

Marlborough Primary School

School Policies Manual



LIBRARY POLICY

Rationale:

To become information literate, students must recognise when information is needed and have the skills to be able to locate, evaluate and use the information effectively. The library provides students with the resources and experiences to develop these skills.

Aim:

To provide a program incorporating teaching, service and resource management which support the curriculum programs of the school and its community.

The library program will aim to encourage reading for recreation and develop information literacy skills to allow students to become independent learners.

Implementation:

1. Library curriculum will be timetabled and taught in all classes at all levels of the school.
2. A principal's delegate will co-ordinate the implementation of the school library program.
3. Library materials will support and be consistent with the general educational goals and curriculum of the school.
4. Materials will be selected in line with the philosophy of the school and curriculum priorities.
5. All books and media equipment purchased will be catalogued, and an appropriate borrowing system followed.
6. Bulk loans will be available to staff.
7. Students are responsible for material borrowed and will receive an invoice for the replacement of lost or damaged borrowed material.
9. A principal's delegate will be responsible for conducting an annual stock take of library materials. Books no longer required will be offered to teaching units or to charity.

Evaluation:

This policy will be reviewed in accordance with the school policy for review.

References: